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ADMINISTRATIVE-INTERNAL USE ONLY

[Redacted]

SPECIAL PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
10 June 1977

1. There was one addition to the agenda under new business -

Recommendation for Promotion

[Redacted] /ORD

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2. The Special Panel discussed setting up ORD award criteria and a schedule for consideration of awards for ORD secretaries and professionals. Further discussion on this subject will take place at the CSP meeting on 13 June 1977.

3. The scheduling of the first secretarial meeting will be in June and will cover Special Panel activities. A briefing by the Chief, Plans, Programming & Budgeting Branch is scheduled for July.

4. The evaluation and grouping of Secretary Stenos, GS-05's was completed. (See sheet attached.)

5. The evaluation and grouping of Clerk Typists, GS-05's was completed. (See sheet attached.)

6. ACTION : Recommendation for Promotion

[Redacted] /ORD

Secretary Steno
GS-06 to GS-07

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MAJORITY: Concurred to recommend approval to D/ORD.

7. The Panel agreed to review Special Panel procedures for possible revisions and submit to the D/ORD for approval.

13 June 1977
Date

[Redacted]
Executive Secretary, SP/ORD

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Attachment
A/S

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APPROVED:

DATE

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15 June 1977

13 June 1977

13 June 77

13 June 1977

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